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AGENDA

Career Service Panel Office of Research and Development

5 November 1973

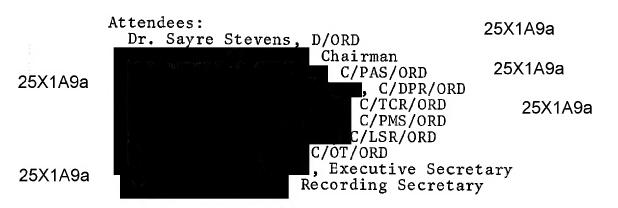
1000 hours Room 607 - Conference Room

- 1. Review of agenda for 5 November 1973
- 2. Review of minutes of 10 September 1973
- 3. Report from Chief, Support Staff/ORD
- 4. Report from Chairman, CSP/ORD
- 5. Discussion of ORD professional employees (Please note paragraphs 36 and 38 of CSP minutes, 10 September 1973 and Memorandum to all ORD CSP Members dated 25 September 1973)
- 6. Discussion on Awarding Quality Step Increases
- 7. Nominee for the MIT Program for Senior Executives for Spring and Fall 1974, starting 17 February and 15 September.
- 8. New business

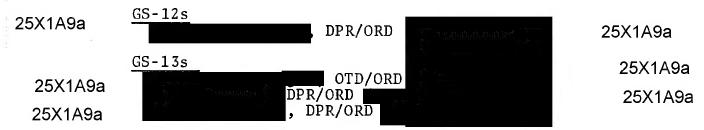
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FIRST SESSION

CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
5 November 1973



- 1. The Chairman called the meeting to order at 1010 hours.
- 2. The Chairman suggested to the Panel members that the Agenda for 5 November 1973 be changed to cover Item 5, Discussion of ORD Professional Employees, as the first item of business.
- 3. Dr. Stevens was then asked to join the meeting at 1015 hours.
- 4. Dr. Stevens came to the meeting to discuss with the Panel the factors that should be considered in the review of employees at the bottom of the list for GS-12s, GS-13s, and GS-14s, developed during the competitive evaluations done during the period from January to September 1973.
- 5. The work performance and job circumstances of the following individuals were reviewed by the Division Chief concerned:



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5. (Cont'd)

25X1A9a

GS-14s

DPR/ORD
CDAM/ORD
LSR/ORD

- 6. Dr. Stevens instructed the Division Chiefs concerned with the supervision of the individuals listed in Item 5 above to talk with these men and inform them of their evaluation. He further instructed the Division Chiefs to prepare a memorandum for the record of what was discussed with the employee and have the employee sign it. Dr. Stevens stated that this memorandum for the record would then be made a part of the employee's official file.
- 7. The Panel agreed to continue discussion of the other items of business listed on the 5 November Agenda at a second session of the CSP. The Chairman instructed the Recording Secretary to arrange a meeting date that would be agreeable to all.
 - 8. The meeting adjourned at 1210 hours.

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Executive Secretary, CSP
Office of Research and Development

APPROVED:

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Chairman, Career Service Panel/ORD

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REPORT FROM CHIEF, SUPPORT STAFF, PMS/ORD

PROMOTIONS: GS-14 to GS-15: 25X1A9a <u>OTD</u>/ORD 25X1A9a · TCR/ORD 25X1A9a GS-6 to GS-7 LSR/ORD 25X1A9a CS/PMS/ORD 25X1A9a DPR/ORD GS-4 to GS-5 OTD/ORD (Transferred to DPR/ORD) 25X1A9a CDAM/ORD 25X1A9a CS/PMS/ORD

QUALITY STEP INCREASE:
OTD/ORD
25X1A9a GS-6 step 4 to GS-6

GS-6, step 4 to GS-6, step 5 Effective 28 October 1973

ADDITIONS:

REASSIGNMENTS OUT:

From ORD to ODEE: 25X1A9a GS-16, Phys. Scientist-Res. 25X1A9a , GS-14, Phys. Scientist-Res. 25X1A9a GS-14, Phys. Scientist-Res. , GS-13, Phys. Scientist-Res. GS-13, Phys. Scientist-Res. From ORD to IC Staff: 25X1A9a GS-15, Phys. Scientist-Res., on 1 Oct 73 25X1A9a GS-06, Secretary Steno on 23 Oct 73 From ORD to OTS: 25X1A9a SPS-005, Phys. Scientist-Res. on 1 Oct 73

TRAINING NOTES:

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